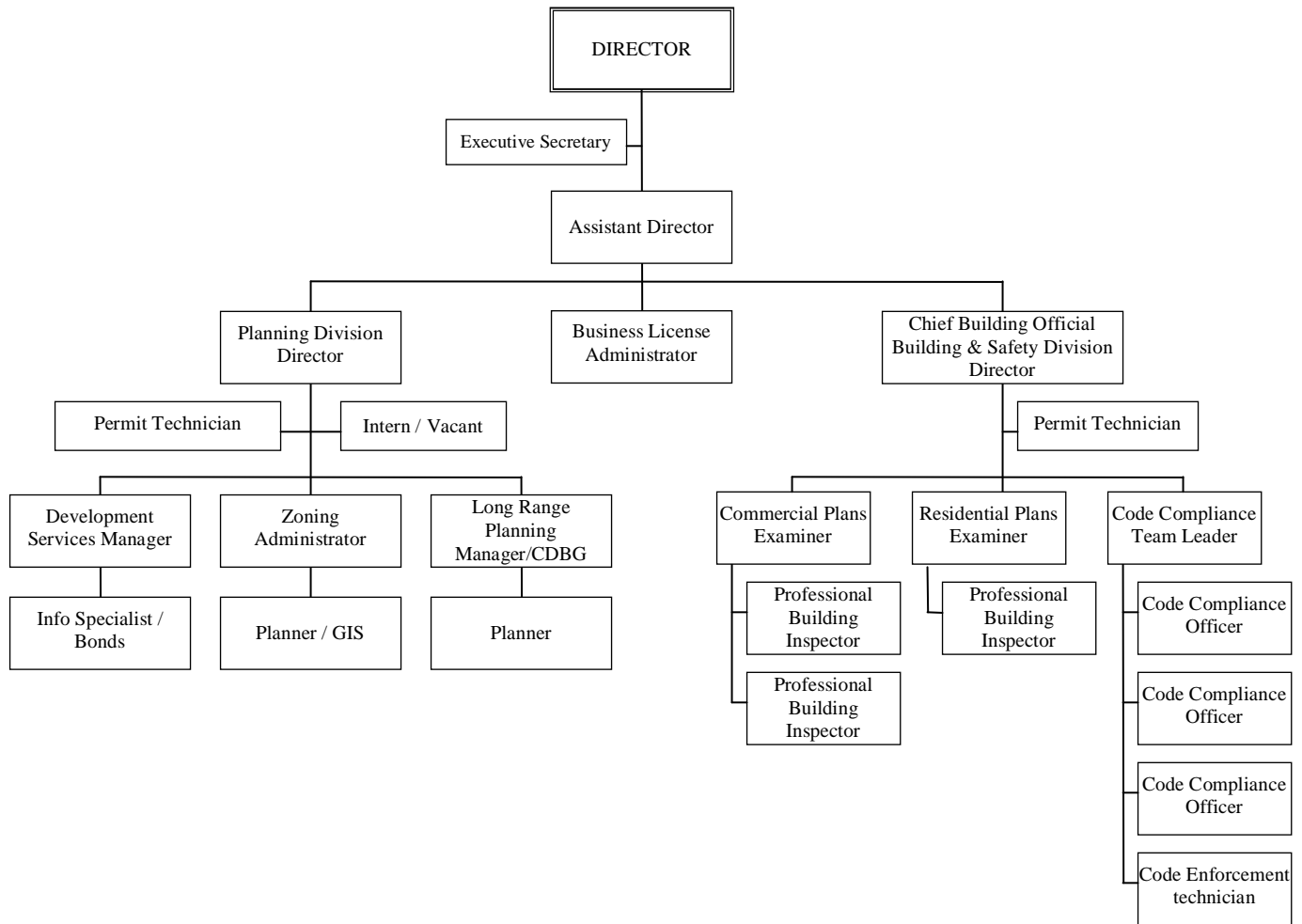


## Department Organization



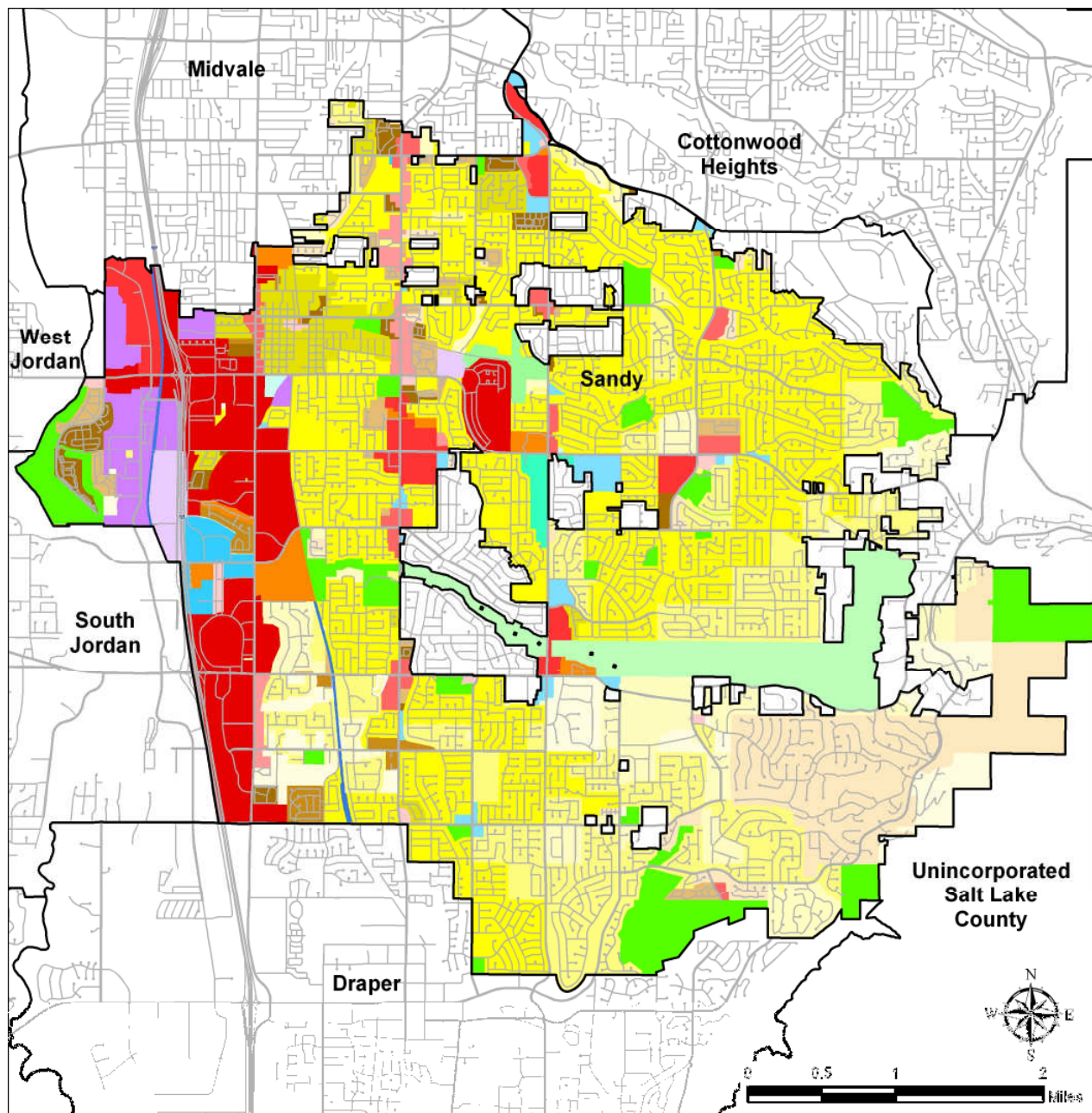
## Department Description

The Community Development Department is charged with planning, reviewing, regulating, and approving all facets of land use within Sandy City. Specifically, these functions include planning, building inspections, zoning enforcement, business licensing, Community Development Block Grant (CDBG) administration, and community relations.

## Department Mission

In concert with the values and spirit of the community, the Community Development Department is committed to:

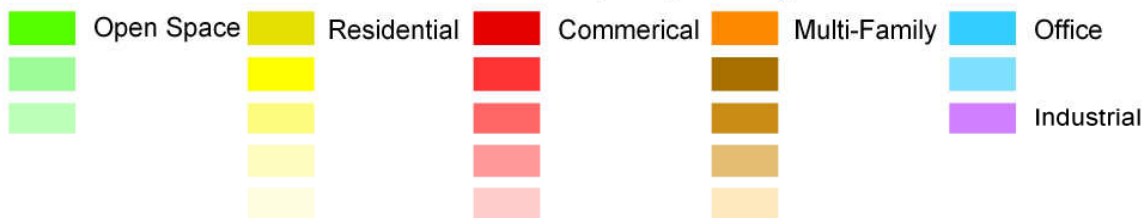
- Properly and professionally guide the development of the city.
- Protect and enhance the quality of life for all Sandy citizens.
- Bring about efficient and effective delivery of services.
- Implement technology that will provide accurate data that will assist in making informed decisions.
- Promote community pride and cooperation.



## Zoning Districts

### Legend

*Intensity of colors correlates with the intensity of the use:  
for instance, the brighter red signifies more dense commercial uses*



**Department Administration**

- Efficiently and effectively administer budget.
- Ensure compliance with procurement, legal, finance, risk management, and other city policies.
- Direct personnel functions: recruitment, benefits, etc.

**Direct Department Functions**

- Coordinate Development Review Team.
- Neighborhood preservation.
- Amend city codes to provide better standards for development.
- Coordinate with other departments on overall strategic development of the city.

**Provide Efficient and Effective Delivery of Services**

- Increase website/Internet availability of products and services.
- Revise staffing and procedures to better serve the public.
- Enhance emergency response capabilities - shelter services and rapid assessment.
- Hire competent, educated, and customer service oriented employees.
- Continue to streamline the development review process.
- Develop neighborhood preservation organizational strategies.
- Manage the EnerGov Land-Use Database System.

**Continuous Improvement of Staff's Professional Abilities**

- Develop staff's ability to use EnerGov technologies.
- Broaden staff technical and professional abilities through intensive training.
- Encourage staff participation in professional organizations.

**Business Licensing - Regulation**

- Implement process and license procedures for licensing Precious Metals Dealers.
- Create and implement policy and procedure for public uses on public property.
- Revise Business License Code - Title 5.
- Revise alcohol regulation standards and receive training on new alcohol laws.
- Work closely with all regulatory organizations: city, county, and state.
- Implement bond and civil penalty tracking process for establishments selling beer to minors.
- Process applications found via sales tax audits in cooperation with the finance department.

**Business Licensing - Service Delivery**

- Provide in-house training to support staff.
- Implement process for tracking multi residential housing units for licensing.
- Implement electronic filing and payment of business license renewals.
- Implement the EnerGov system to expedite the licensing process.
- Revise billing forms and information submitted.
- Work to implement on-line renewal payments.
- Include Dept of Agriculture as State contact for license approvals on prescribed establishments.

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**Five-year Accomplishments**

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**Department Administration**

- Revised cost allocation program for annual review of fees.
- Maintained low Risk Management Claims.
- Reorganized the department staffing and assignment structure.

**Direct Department Functions**

- Facilitated the development of new homes in Historic Sandy.
- Re-established the Housing Rehabilitation Program.
- Implemented EnerGov Solutions as the City's new comprehensive land-use management database.
- Developed Parking and Access Management Plan for Rio Tinto Stadium.

**Provide Efficient and Effective Delivery of Services**

- Developed a Citizen Access Portal on the department website.
- Implemented an IVR system for inspection scheduling for more convenience to the public.
- Adopted new development bond regulations.
- Adopted new Development Code.

## Continuous Improvement of Staff's Professional Abilities

- Completed specific technical/professional certification of staff.

## Business Licensing - Regulation

- Standardized and corrected addresses in cooperation with the finance department.
- Refined fee and sales tax verification process.
- Developed processes and procedures for enforcement of unlicensed businesses.
- Created coordination with finance, code compliance, and the fire department in locating unlicensed businesses and delinquent accounts.

## Business Licensing - Service Delivery

- Implemented State one-stop access for business license applications.
- Provided applications, forms, and licensing data on the website.
- Implemented the process for billing license applications received via OneStop.
- Provided searchable, sortable lists of existing and new businesses on the City website.

## Performance Measures & Analysis

The following citizen observations of the city are based upon the Dan Jones Survey.

Citizens Survey (Fiscal Year)	2008	2009	2010	2011
<b>Observed major improvement</b>				
Shopping/business growth	17%	18%	14%	7%
Soccer Stadium	1%	5%	7%	4%
Cleaner city/beautification	4%	2%	2%	3%
Development	4%	3%	2%	2%
<b>Desired major improvement</b>				
Less growth/less crowding	1%	2%	1%	2%
More business	N/A	N/A	2%	2%
Better planning/zoning/master plan	1%	1%	1%	2%
Cleanup city/junk cars/trash	4%	2%	2%	2%
<b>Most important issue</b>				
Growth/increased population	19%	16%	16%	10%
Planning/zoning/master plan	1%	1%	<1%	2%
More business/tax base	2%	4%	2%	1%
Development/over-development	2%	2%	2%	1%
Affordable housing	1%	1%	1%	1%
<b>Dissatisfaction with city response</b>				
Zoning	1%	4%	4%	4%
Code enforcement	11%	9%	13%	2%
Business licensing	3%	0%	2%	0%
Building permits	1%	6%	0%	0%
Planning	0%	2%	0%	0%

Measure (Calendar Year)	2008	2009	2010
<b>Business Licenses</b>			
New Licenses Processed	898	818	790
Home Occupation	417	387	344
Commercial Location	362	346	356
Contractors	34	23	29
Temporary	85	51	71
Licenses Closed	810	850	914
Home Occupation	380	369	406
Commercial Location	287	328	444
Contractors	29	23	38
Temporary	13	*114	26

\* This amount increased due to a change in temporary license closure procedures

## Significant Budget Issues

## Community Development Admin

- 1 Vehicle Allowance** - This was added for the Assistant Community Development Director position.
- 2 Reclassification** - The Business License Administrator position was reclassified.
- 3 Fee changes** - The Community Development Department annually calculates the cost of providing the various services reflected in the fee schedule. Adjustments were made to bring some fees more in line with other similar services. These fees cover only a portion of the administration costs. These fees have not been increased over the last 4 - 7 years.
- 4 Fee Increase** - A study has been done that shows the disproportionate costs for licensing pawn shops. Although Sandy currently has no pawn shops within its boundaries, this increase brings the fee closer in line with actual costs and would be applied to new businesses only.

## Budget Information

Department 50	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved
<b>Financing Sources:</b>					
3121 Business Licenses & Permits	\$ 860,545	\$ 946,924	\$ 909,709	\$ 900,000	\$ 970,000
<b>Total Financing Sources</b>	<b>\$ 860,545</b>	<b>\$ 946,924</b>	<b>\$ 909,709</b>	<b>\$ 900,000</b>	<b>\$ 970,000</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 347,977	\$ 330,539	\$ 300,796	\$ 294,730	\$ 311,820
411113 Vacation Accrual	2,041	3,463	-	-	-
411211 Variable Benefits	70,952	65,132	61,192	59,000	62,932
411213 Fixed Benefits	27,972	29,137	26,672	26,849	32,991
411214 Retiree Health Benefit	4,382	3,672	4,648	3,365	2,985
41131 Vehicle Allowance	5,700	5,939	6,170	5,916	11,169
41132 Mileage Reimbursement	163	221	101	300	300
41135 Phone Allowance	482	482	487	480	480
4121 Books, Sub. & Memberships	2,180	2,376	1,293	1,100	1,100
41231 Travel	6,001	1,696	3,184	3,184	3,184
41232 Meetings	2,709	956	180	1,500	1,500
41234 Education	100	-	-	-	-
41235 Training	458	280	418	410	410
412400 Office Supplies	17,211	15,546	10,588	16,969	16,969
412440 Computer Supplies	5,843	2,726	4,633	1,893	1,893
412470 Special Programs	2,589	2,469	3,259	626	626
412511 Equipment O & M	3,363	3,284	5,290	4,000	4,000
412611 Telephone	4,712	3,029	3,193	3,290	4,105
41342 Credit Card Processing	8,553	5,798	6,698	3,500	3,500
413723 UCAN Charges	2,953	3,046	3,069	3,240	3,240
414111 IS Charges	26,103	22,433	43,668	22,188	30,764
41471 Fleet O & M	1,052	997	1,072	665	524
4174 Equipment	7,781	4,567	5,492	2,000	2,000
4373 Capital Equipment	-	5,343	-	-	-
<b>Total Financing Uses</b>	<b>\$ 551,277</b>	<b>\$ 513,131</b>	<b>\$ 492,103</b>	<b>\$ 455,205</b>	<b>\$ 496,492</b>

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
<b>Appointed - Category 1:</b>					
Community Development Director	\$ 2,937.60	\$ 4,870.40	1.00	1.00	1.00
Assistant Director	\$ 2,285.60	\$ 3,789.60	0.79	1.00	1.00
<b>Regular:</b>					
Business License Administrator	\$ 1,347.20	\$ 2,234.40	1.00	1.00	1.00
Executive Secretary	\$ 1,110.40	\$ 1,841.60	1.00	1.00	1.00
<b>Total FTEs</b>			3.79	4.00	4.00

# Budget Information (cont.)

# Community Development Admin

Fee Information	2008 Approved	2009 Approved	2010 Approved	2011 Approved	2012 Approved	
<b>3121 Business License Fees</b>						
Business License Minimum / License	\$20	\$20	\$20	\$20	\$20	
Business License Cap / License	\$7,350	\$7,350	\$7,350	\$7,350	\$7,350	
*Does not apply to sexually-oriented businesses						
Commercial - Base Fee> \$50,000	\$120	\$120	\$120	\$120	\$130	3
Commercial - Base Fee< \$50,000	\$80	\$80	\$80	\$80	\$85	3
Home Occ - Base Fee> \$50,000	\$90	\$90	\$90	\$90	\$100	3
Home Occ - Base Fee< \$50,000						
New and Existing Licenses	\$60	\$60	\$60	\$60	\$65	3
Temporary/Transient	\$150	\$150	\$150	\$150	\$150	
Exposition Center						
Promoter / event up to 30 days	\$175	\$175	\$175	\$175	\$175	
Contractors w/o Commercial Office License						
General / yr	\$90	\$90	\$90	\$90	\$100	3
Sub-Contractors / yr	\$75	\$75	\$75	\$75	\$90	3
Contractors w/Commercial Office License						
General / yr	\$70	\$70	\$70	\$70	\$75	3
Sub-Contractors / yr	\$60	\$60	\$60	\$60	\$65	3
Disproportionate Fees						
Expo Ctr Events / 1,000 attendees / event	\$50	\$50	\$50	\$50	\$50	
High Impact Recreational Facility / yr	\$1,654	\$1,654	\$1,654	\$1,654	\$1,654	
Hospital/Convalescent Center / yr	\$386	\$386	\$386	\$386	\$386	
Precious Metal Dealer						
Registered with Police Dept. / yr	N/A	N/A	N/A	\$200	\$200	
Not Registered with Police Dept. / yr	N/A	N/A	N/A	\$600	\$600	
Pawn Shop / yr	\$210	\$210	\$210	\$210	\$400	4
Arcade / yr	\$497	\$497	\$497	\$497	\$497	
Entertainment/Theater / yr	\$331	\$331	\$331	\$331	\$331	
Hotel/Motel / yr	\$551	\$551	\$551	\$551	\$551	
Apartments / unit / yr	\$17	\$17	\$17	\$17	\$17	
All Temp. Permits (as in #99-41C) / yr	\$263	\$263	\$263	\$263	\$263	
Service Station / yr	\$473	\$473	\$473	\$473	\$473	
Grocery / yr	\$473	\$473	\$473	\$473	\$473	
Bar/Private Club / yr	\$180	\$180	\$180	\$180	\$180	
Bowling / yr	\$400	\$400	\$400	\$400	\$400	
Sexually Oriented Business / yr	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Disproportionate Alcohol License Fees						
Class A	\$108	\$108	\$108	\$108	\$108	
Class B	\$492	\$492	\$492	\$492	\$492	
Class D	\$300	\$300	\$300	\$300	\$300	
Class E	\$207	\$207	\$207	\$207	\$207	
Bar / Private Club	\$520	\$520	\$520	\$520	\$520	
Other Miscellaneous Fees						
Per Employee	\$11	\$11	\$11	\$11	\$11	
Sexually Oriented Business per Performing Employee	\$300	\$300	\$300	\$300	\$300	
Sexually Oriented Business per Non-performing Employee	\$100	\$100	\$100	\$100	\$100	
Duplicate License	\$20	\$20	\$20	\$20	\$20	
Initial Application Processing	\$35	\$35	\$35	\$35	\$40	3
Transfer Fee/Re-inspection/License	\$40	\$40	\$40	\$40	\$45	3

**Budget Information (cont.)**
**Community Development Admin**

<b>Fee Information</b>	<b>2008 Approved</b>	<b>2009 Approved</b>	<b>2010 Approved</b>	<b>2011 Approved</b>	<b>2012 Approved</b>
Alcohol License Application Fee	\$55	\$55	\$55	\$55	\$55
Re-inspection Fee (over 2 inspections)	\$40	\$40	\$40	\$40	\$40
Delinquent/Penalty Rates					
Delinquent - 45 Days / of original bill	25%	25%	25%	25%	25%
Delinquent - 60 Days / of original bill	50%	50%	50%	50%	50%
Open Without a License - Penalty	100%	100%	100%	100%	100%
Bond Requirements					
Temporary/Transient	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Coupons/Subscriptions	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Pawn Shop/Pawn Broker	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Auctioneer/Auction House	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Sexually Oriented Businesses	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Alcohol Sales/Consumption	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000

<b>Capital Budget</b>	<b>2011 Budgeted</b>	<b>2012 Approved</b>	<b>2013 Planned</b>	<b>2014 Planned</b>	<b>2015 Planned</b>
<b>19036 - Neighborhood Preservation Initiative</b> - This project funds costs related to the implementation of the city's neighborhood maintenance and preservation plan.					
41 General Revenue	\$ 62,387	\$ -	\$ -	\$ -	\$ -
<b>Total Capital Projects</b>	<b>\$ 62,387</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**Master Plans/General Plans**

- Completion and Implementation of a new master plan for Hidden Valley Park Annex property.
- Completion of the new master plan for Bell Canyon area.
- Revision to the Housing Element of the Sandy City General Plan.
- Implementation of Energy Block Grant funds by usage of allocated funds for energy saving projects throughout the community.
- Implementation the Historic Sandy Master Plan and Neighborhood Maintenance and Preservation.
- Re-format and make routine updates to the city's general plan.

**Project Review & Regulation**

- Continue to implement the new EnerGov tracking system.
- Continue intensity of residential/commercial/industrial site plan approvals and enforcement.
- Continue to streamline development project review and site plan review.
- Continue to adjust and revise the development review process as needed.
- Update the site plan review layer on GIS mapping.
- Continue to work with 700 East and State Street property owners on landscape replacement after UDOT projects.
- Encourage "LEED" certification on building to save energy and resources.
- Coordinate various department reviews on projects effectively and efficiently.

**Development Code & Other Regulatory Codes**

- Revise the sign ordinance.
- Update Development Code regulations regarding noticing.
- Update the Development Code regulations regarding Alcoholic Beverage sales and consumption.
- Update the Development Code regulations regarding secondhand merchandise dealers.

**Data & Statistics**

- Create a new statistical report based on new 2010 Census data.
- Provide demographic and other data on the department website.

**Development Bond Administration**

- Continue to follow up with review of delinquent bonds for final release.
- Computerize bond inspection coordination.

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**Five-year Accomplishments**

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**Master Plans/General Plans**

- Adopted the Bell Canyon Master Plan.
- Adopted the Hidden Valley Park Expansion Master Plan.
- Adopted the Historic Sandy Master Plan and Neighborhood Maintenance and Preservation.
- Adopted the Government Center Plaza master plan.
- Implemented Quarry Bend master plan and zoning.
- Funded and implemented renovation to exterior of the Sandy Museum.

**Project Review & Regulation**

- Implemented EnerGov project tracking system
- Implemented "Red Line" review committee for developers.
- Established Development Review Coordinator.
- GIS layers updated to allow for access to most up to date information in database by staff.

**Development Consistency**

- Implemented EnerGov which allowed more concise tracking of projects by staff in all departments.

**Development Code & Other Regulatory Codes**

- Implementation of the revised Development Code.
- Completed new sensitive area overlay zone.

## Development Bond Administration

- Dedicated staff for bond administration and implemented a new process for development bond releases.
- Created a database for inspection and bond tracking.
- Adopted new development bond regulations.
- Revised the development bond process.
- Finalized and released money from 28 of the 46 delinquent site plan review bonds still in the system.
- Implemented bond release flexibility to accommodate construction schedules.

## Performance Measures & Analysis

Projects Processed (Calendar Year)	2008	2009	2010
Annexations	9	7	7
Rezoning	5	6	4
Code Amendments	16*	17	20
Site Plan Review	60	34	33
Subdivisions	46	45	15
Conditional Use Permits	40	29	31
General Plan Projects	5	19	9
General Planning Reviews	763	660	649
Planning Inspections	165	213	117
Sign Permits	217	106**	135
Board of Adjustment Cases	14	15	4
GIS Projects	137	75	97

\* Includes the entire Development Code re-write and adoption.

\*\* Reduction due to Council action to waive Temporary Sign regulations during the year.

Measure (Calendar Year)	2008	2009	2010
<b>Bond Administration</b>			
Total Processed	423	393	358
Total Value	\$39,605,598	\$37,690,258	\$31,779,914
Amount Released	\$20,181,999	\$23,013,928	\$20,407,661
Amount Remaining	\$19,423,599	\$14,676,331	\$11,372,253

## Significant Budget Issues

- 1 Long Range Planning Manager** - Due to federal cuts in CDBG funding, the general fund will assume a larger portion of the funding for this position.
- 2 Staffing Changes** - Due to budget cuts, a Zoning Technician will be eliminated from the staffing plan. In addition, another 0.50 FTE will also be eliminated at the beginning of the year reducing total Planning FTE's from 7.27 to 6.77.
- 3 Fee changes** - The Community Development Department annually calculates the cost of providing the various services reflected in the fee schedule. Adjustments were made to bring some fees more in line with other similar services. The cost to administer the fee has increased yearly. These fees cover only a portion of the administration costs. These fees have not been increased over the last 3 - 7 years.
- 4 Discontinued Fees** - The P.U.D. review fees are already being covered by the multiple family review fee. The sign tag fee will be discontinued because it is no longer used.
- 5 New Fees** - These proposed amounts will help offset the cost of review.

# Budget Information

# Planning

Department 51	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 435,301	\$ 570,973	\$ 566,062	\$ 596,557	\$ 490,531
312219 Permits & Licenses Surcharge	-	619	202	-	-
31229 Sign Permits Fees	19,380	17,681	11,985	10,500	10,500
31326 State - Historic Preservation	-	2,050	-	-	-
314511 Planning Development Fees	93,003	52,062	61,458	55,000	55,000
314512 Inspection Fees	50,732	17,755	15,752	20,000	20,000
314514 Rezoning Fees	1,929	1,030	475	-	1,200
314515 Other Developmental Fees	11,910	6,265	16,533	10,000	25,000
314516 Pre-Development Review Fees	35,229	5,711	995	-	-
<b>Total Financing Sources</b>	<b>\$ 647,484</b>	<b>\$ 674,146</b>	<b>\$ 673,462</b>	<b>\$ 692,057</b>	<b>\$ 602,231</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 431,100	\$ 452,504	\$ 442,125	\$ 453,681	\$ 404,406
411113 Vacation Accrual	3,149	4,699	-	-	-
411121 Seasonal Pay	5,813	4,200	520	2,402	2,402
411211 Variable Benefits	91,268	95,292	93,944	94,740	74,535
411213 Fixed Benefits	52,328	54,493	58,088	71,661	59,310
411214 Retiree Health Benefit	5,341	5,361	4,186	5,467	3,577
41131 Vehicle Allowance	3,272	3,819	3,965	3,804	3,804
41132 Mileage Reimbursement	247	191	273	500	500
4121 Books, Sub. & Memberships	2,472	2,181	2,171	1,100	1,100
41231 Travel	7,457	1,954	2,343	2,343	2,343
41232 Meetings	886	144	154	500	500
41235 Training	877	629	525	475	475
412425 Publications	-	2,521	-	1,044	1,044
412611 Telephone	3,703	4,247	4,714	5,526	6,846
414111 IS Charges	36,942	37,718	59,226	44,551	39,208
41471 Fleet O & M	2,629	2,591	1,228	4,263	2,181
4169 Grants	-	1,602	-	-	-
<b>Total Financing Uses</b>	<b>\$ 647,484</b>	<b>\$ 674,146</b>	<b>\$ 673,462</b>	<b>\$ 692,057</b>	<b>\$ 602,231</b>

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
<b>Regular:</b>					
Planning Director	\$ 2,128.00	\$ 3,528.00	1.00	1.00	1.00
Development Services Manager	\$ 1,982.40	\$ 3,286.40	1.00	1.00	1.00
Zoning Administrator	\$ 1,982.40	\$ 3,286.40	1.00	1.00	1.00
Long Range Planning Manager	\$ 1,982.40	\$ 3,286.40	0.42	0.42	0.48
Planner	\$ 1,347.20	\$ 2,234.40	2.00	2.00	2.00
Information Specialist	\$ 1,110.40	\$ 1,841.60	0.67	0.67	0.67
Zoning Technician	\$ 1,110.40	\$ 1,841.60	1.00	1.00	0.00
Secretary	\$ 896.80	\$ 1,487.20	1.00	1.00	1.00
<b>Seasonal:</b>					
Intern	\$ 9.43	\$ 15.08	0.45	0.12	0.12
<b>Total FTEs</b>			8.54	8.21	7.27

# Budget Information (cont.)

# Planning

Fee Information	2008 Approved	2009 Approved	2010 Approved	2011 Approved	2012 Approved	
<b>314511 PLANNING DEVELOPMENT FEES</b>						
<b>Development Application Review Fees (Commercial &amp; Residential)</b>						
0-5 Acres	N/A	N/A	N/A	\$500	\$500	
5.1-10 Acres	N/A	N/A	N/A	\$1,000	\$1,000	
10.1+	N/A	N/A	N/A	\$1,500	\$1,500	
<b>Subdivision Review Fees</b>						
Subdivision / lot	\$300	\$350	\$350	\$300	\$325	3
Subdivision-Sensitive Lands / lot	\$375	\$425	\$425	\$400	\$425	3
P.U.D. Phasing Plan - 1st	\$70	\$70	\$70	\$70	Discontinued	4
P.U.D. Phasing Plan - Additional	\$40	\$40	\$40	\$40	Discontinued	4
Subdivision Plat Amendment	\$80	\$100	\$100	\$100	\$100	
Subdivision Appeal	\$73	\$80	\$80	\$80	\$80	
<b>Condominium Conversion Fees</b>						
Base Fee	\$173	\$173	\$173	\$173	\$173	
Per Unit Fee	\$58	\$58	\$58	\$58	\$58	
<b>Commercial/Industrial/Multi-Family Review Fees</b>						
<b>Full Site Plan Review</b>						
0 to 5 acres / acre	\$1,440	\$1,550	\$1,550	\$1,375	\$1,400	3
5.1 to 10 acres						
Base	\$7,200	\$7,750	\$7,750	\$6,875	\$7,000	3
+ Per acre	\$560	\$603	\$603	\$500	\$525	3
10.1 +						
Base	\$10,000	\$10,765	\$10,765	\$9,375	\$9,625	3
+ Per acre	\$63	\$68	\$68	\$60	\$65	3
<b>Modified Site Plan Review</b>						
Per acre @ 20% per dept. up to 100%	\$1,440	\$1,550	\$1,550	\$1,375	\$1,400	3
<b>Site Plan Review Appeal</b>	\$73	\$80	\$80	\$80	\$80	
<b>Commercial Development Inspection Fees</b>						
Full Site Plan review / acre	\$457	\$457	\$457	\$457	\$475	3
MSPR / acre @ 20% / dept up to 100%	\$457	\$457	\$457	\$457	\$475	3
Cemetery - Burial Plot Area Only (5 acres)	\$200	\$200	\$200	\$200	\$200	
<b>314512 INSPECTION FEES</b>						
<b>Residential Development Inspection Fees</b>						
Single Family Units/Duplexes / unit	\$147	\$147	\$147	\$147	\$160	3
<b>Commercial Development Inspection Fees</b>						
Full Site Plan review / acre	\$457	\$457	\$457	\$457	\$475	3
MSPR / acre @ 20% / dept up to 100%	\$457	\$457	\$457	\$457	\$475	3
Cemetery - Burial Plot Area Only (5 acres)	\$60	\$60	\$60	\$60	\$60	
<b>314514 REZONING FEES</b>	\$450	\$475	\$475	\$475	\$475	

# Budget Information (cont.)

# Planning

Fee Information	2008 Approved	2009 Approved	2010 Approved	2011 Approved	2012 Approved	
<b>314515 OTHER DEVELOPMENT FEES</b>						
Annexation Fee	\$500	\$500	\$500	\$500	\$500	
Board of Adjustment Fees	\$275	\$275	\$275	\$275	\$300	3
Code Amendment Fee	\$380	\$380	\$380	\$380	\$400	3
General Land Use Plan Amendment	\$380	\$380	\$380	\$380	\$400	3
Conditional Use Permit Fees						
Site Plan Review	\$125	\$130	\$130	\$130	\$140	3
No Site Plan Review	\$75	\$80	\$80	\$80	\$85	3
Accessory Apt CUP Renewal	N/A	\$40	\$40	\$40	\$40	
Appeal of Accessory Apt CUP	1/2 original	1/2 original	1/2 original	\$30	\$30	
Re-Application Fee, Appeal or when noticed item is pulled from agenda by applicant						
Board of Adjustment	50%	50%	50%	\$140	\$140	
Conditional Use w/ SPR	50%	50%	50%	\$75	\$75	
Conditional Use w/o SPR				\$50	\$50	
Subdivision, Site Plan Review, Annexation, Rezoning, etc.	\$80	\$100	\$100	\$100	\$105	3
Wireless Telecom Review						
Permitted	\$100	\$125	\$125	\$125	\$135	3
Tech. Exception	\$250	\$250	\$250	\$250	\$270	3
Re-Inspection Fees						
Lot	\$42	\$42	\$42	\$42	\$42	
Subdivision	\$173	\$173	\$173	\$173	\$173	
Street Vacation Review By Planning						
Commission	\$175	\$200	\$200	\$200	\$200	
Dedication Plat To Planning						
Commission	\$32	\$32	\$32	\$32	\$32	
Demolition Fee	\$26	\$26	\$26	\$26	\$26	
Special Uses Fee						
Extended Living Area/ Guest House Review	N/A	N/A	N/A	N/A	\$30	5
Earth-Shelter Dwelling Review	N/A	N/A	N/A	N/A	\$50	5
Sexually Oriented Business Review	N/A	N/A	N/A	N/A	\$200	5
Solar Equip./Wind Conversion Review	N/A	N/A	N/A	N/A	\$50	5
Model Home Site Review	N/A	N/A	N/A	N/A	\$25	5
Temporary Use Permit	\$30	\$40	\$40	\$40	\$44	3
Special Event Permit (from outside the city)	N/A	N/A	N/A	N/A	\$100	5
Administrative Variance	N/A	N/A	N/A	N/A	\$100	5
Home Rebuild/Zoning Letter	\$30	\$30	\$30	\$30	\$33	3
Lot Line Adjustment	\$30	\$30	\$30	\$30	\$33	3
Address Change	\$40	\$40	\$40	\$40	\$44	3
Street Renaming	\$125	\$125	\$125	\$125	\$135	3
Planning Building Permit Sub-Check Fee	\$30	\$30	\$30	\$30	\$33	3

**Budget Information (cont.)**
**Planning**

<b>Fee Information</b>	<b>2008 Approved</b>	<b>2009 Approved</b>	<b>2010 Approved</b>	<b>2011 Approved</b>	<b>2012 Approved</b>	
<b>31229 SIGN PERMIT FEES</b>						
Valuation of sign \$1 to \$500	\$30	\$30	\$30	\$30	\$33	<b>3</b>
Valuation of sign \$501 to \$2,000						
Fee for first \$500	\$25	\$25	\$25	\$25	\$27	<b>3</b>
Additional Fee for each \$100 of Val. between \$501 & \$2,000	\$5	\$5	\$5	\$5	\$6	<b>3</b>
Valuation of sign \$2,001 to \$25,000						
Fee for first \$2,000	\$100	\$100	\$100	\$100	\$110	<b>3</b>
Additional Fee for each \$1,000 of Val. between \$2,001 & \$25,000	\$10	\$10	\$10	\$10	\$11	<b>3</b>
Valuation of sign \$25,001 to \$50,000						
Fee for first \$25,000	\$330	\$330	\$330	\$330	\$363	<b>3</b>
Additional Fee for each \$1,000 of Val. between \$25,001 & \$50,000	\$10	\$10	\$10	\$10	\$11	<b>3</b>
Valuation of sign \$50,000 and up						
Fee for first \$50,000	\$580	\$580	\$580	\$580	\$638	<b>3</b>
Additional Fee for each \$1,000 of Valuation above \$50,000	\$5	\$5	\$5	\$5	\$6	<b>3</b>
Temporary Sign / 7 day period	\$25	\$25	\$25	\$25	\$27	<b>3</b>
Signs Installed Without Permits (or double the applicable permit fee)	\$200	\$200	\$200	\$200	\$220	<b>3</b>
Sign Review by Planning Commission	\$55	\$65	\$65	\$65	\$70	<b>3</b>
Sign Appeal by Planning Commission	\$40	\$40	\$40	\$40	\$44	<b>3</b>
Sign Tag Fee / sign permit issued	\$2	\$2	\$2	\$2	Discontinued	<b>4</b>



**Ensure Compliance of all Construction According to Building Codes**

- Provide training for Plans Examiners to review plans for compliance with the Energy Codes.
- Provide training for the inspectors to better enforce the Energy Codes.
- Educate contractors on new ICC Codes.
- Participate in the development and amending of new building codes.
- Ensure that all inspectors are 4-way certified under ICC.
- Perform engineering peer review on all complicated structures.
- Computerize field inspections, scheduling and permit filing.
- Provide education for Engineers, Architect and Builders to better understand the Energy Codes.
- Educate Engineers, Architect and Builders on Green Building construction and promote the use of Green Building practices in their projects.

**Neighborhood Preservation - Code Compliance**

- Increase effectiveness and community outreach services.
- Implement Neighborhood Preservation goals.
- Add additional Code Compliance staff (bringing the total to 5 FTE as per the Neighborhood Preservation Plan).
- Create informational pamphlet for public awareness.
- Work with neighborhood coordinators to develop working rapport.

**Five-year Accomplishments**

**Ensure Compliance of all Construction According to Building Codes**

- Developed contractor education seminars.
- Participated on National Boards for Code and Product approvals.
- Coordinated with the State Legislature on State Building Code bills.
- Inspection staff worked on 3 UBCommission committees to review the new Codes for adoption by the State.
- Participated in State and National code change reviews to the International Codes.
- Staff worked on the State review of the Energy Code.
- Participated on the review of the Uniform Plumbing Code vs. the International Plumbing Code for State adoption.
- Completed Rio Tinto Stadium, Quarry Bend mixed-use project and Commons at South Towne.
- Implemented the EnerGov system to computerize inspections, scheduling and permits.

**Neighborhood Preservation - Code Compliance**

- Revised Code Compliance staffing structure.
- Developed new Code Compliance policies and procedures.
- Started regular meetings with Neighborhood Coordinators on Code Compliance issues.
- Trained Code Compliance staff on combative interactions and enhanced safety training.
- Provided new uniforms and safety equipment to Code Compliance staff.
- Revised the landscaping and junk vehicle sections of the Property Maintenance Ordinance.
- Implemented the EnerGov system for code compliance database management.

**Performance Measures & Analysis**

Measure (Calendar Year)	2008	2009	2010
<b>Building Inspection</b>			
Permits Issued	1,676	1,376	1,708
Inspections Completed	10,705	8,715	7,199
<b>Code Compliance</b>			
Code Compliance Cases	5,850	5,356	4,330
Property Liens	31	59	52
<b>Special Event Permits</b>	35	54	38

## Significant Budget Issues

## Building & Safety

- 1 Staffing Changes** - Due to budget cuts, the Code Enforcement Team Leader will be funded for part of the year and then will be eliminated from the staffing plan.
- 2 Plan Review** - Added Plan Review fee 65% of Building Permit.
- 3 Fee changes** - The Community Development Department annually calculates the cost of providing the services reflected in the fee schedule. This fee has not been increased over the last seven years, while the cost to administer increases yearly. This adjustment brings the fee more in line with the costs.
- 4 Fee discontinued** - This fee will be discontinued because Vehicle Restoration Permits are no longer issued.

## Budget Information

Department 52	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ -	\$ -	\$ 418,713	\$ 381,437	\$ 270,201
3122 Building Permit Fees	1,663,665	1,151,123	610,901	612,000	717,000
<b>Total Financing Sources</b>	<b>\$ 1,663,665</b>	<b>\$ 1,151,123</b>	<b>\$ 1,029,614</b>	<b>\$ 993,437</b>	<b>\$ 987,201</b>
<b>Financing Uses:</b>					
411111 Regular Pay	\$ 667,481	\$ 660,872	\$ 655,567	\$ 665,536	\$ 638,552
411113 Vacation Accrual	4,796	14,600	-	-	-
411121 Temporary/Seasonal Pay	96	-	-	-	-
411131 Overtime/Gap	139	277	170	-	-
411211 Variable Benefits	142,326	140,978	139,688	139,474	134,489
411213 Fixed Benefits	82,334	86,404	87,715	91,705	115,629
411214 Retiree Health Benefit	2,394	1,846	2,859	1,531	-
41131 Vehicle Allowance	7,445	10,957	7,879	7,848	7,848
4121 Books, Sub. & Memberships	2,685	2,329	1,802	1,800	1,800
41231 Travel	8,825	7,947	5,010	4,513	4,513
41232 Meetings	136	2,208	192	300	300
41235 Training	-	355	40	20	20
412450 Uniforms	2,076	4,575	1,353	2,000	2,000
412611 Telephone	13,155	11,533	13,565	10,960	16,881
414111 IS Charges	31,673	37,258	57,867	43,066	39,119
41471 Fleet O & M	23,273	23,658	24,213	24,684	26,050
4174 Equipment	3,629	71,505	(290)	-	-
43472 Fleet Purchases	27,401	33,507	31,984	-	-
<b>Total Financing Uses</b>	<b>\$ 1,019,864</b>	<b>\$ 1,110,809</b>	<b>\$ 1,029,614</b>	<b>\$ 993,437</b>	<b>\$ 987,201</b>

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
<b>Regular:</b>					
Chief Building Official	\$ 2,128.00	\$ 3,528.00	1.00	1.00	1.00
Plans Examiner	\$ 1,508.80	\$ 2,501.60	2.00	2.00	2.00
Code Enforcement Team Leader	\$ 1,278.40	\$ 2,119.20	1.00	1.00	0.67
Professional Building Inspector	\$ 1,278.40	\$ 2,119.20	3.00	3.00	3.00
Building / Code Enforcement	\$ 1,110.40	\$ 1,841.60	4.00	4.00	4.00
Permit Technician	\$ 1,035.20	\$ 1,716.00	1.00	1.00	1.00
Code Enforcement Technician	\$ 1,035.20	\$ 1,716.00	0.90	0.90	0.90
<b>Total FTEs</b>			<b>12.90</b>	<b>12.90</b>	<b>12.57</b>

**Budget Information (cont.)****Building & Safety**

<b>Fee Information</b>	<b>2008 Approved</b>	<b>2009 Approved</b>	<b>2010 Approved</b>	<b>2011 Approved</b>	<b>2012 Approved</b>
<b>3122 BUILDING PERMIT FEES</b>					
Plan Review 65% of Building Permit					
Per UBC Building Standards Valuation	Per UBC Table	Per UBC Table	Per UBC Table	Per UBC Table	Per UBC Table <b>2</b>
Tables & Sandy City Ordinances					
<b>Building Permit Renewal</b>	\$38	\$38	\$38	\$38	\$52 <b>3</b>
Other Inspections, No Specific					
Fee Noted	\$52	\$52	\$52	\$52	\$52
<b>Property Maintenance Fees</b>					
Property Abatement - Admin Fee	\$100	\$100	\$100	\$100	\$100
Vehicle Restoration Permit Extension	\$25	\$25	\$25	\$25	Discontinued <b>4</b>
<b>Inspection Bonds</b>					
Power to Panel Bond - Single Lot	\$500	\$500	\$500	\$500	\$500
Power to Panel Bond - Multiple Lots	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Permit Violation Bond	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Temporary Certificate of Occ. Bond	1.5X Value	1.5X Value	1.5X Value	1.5X Value	1.5X Value
Forfeiture Penalty Bond	2X Value	2X Value	2X Value	2X Value	2X Value

**Significant Budget Issues****Boards & Commissions**

No significant budget issues.

**Budget Information**

<b>Department 53</b>	<b>2008 Actual</b>	<b>2009 Actual</b>	<b>2010 Actual</b>	<b>2011 Estimated</b>	<b>2012 Approved</b>
<b>Financing Sources:</b>					
General Taxes & Revenue	\$ 21,158	\$ 23,532	\$ 18,308	\$ 24,170	\$ 24,170
<b>Total Financing Sources</b>	<b>\$ 21,158</b>	<b>\$ 23,532</b>	<b>\$ 18,308</b>	<b>\$ 24,170</b>	<b>\$ 24,170</b>
<b>Financing Uses:</b>					
4121 Books, Sub. & Memberships	\$ 782	\$ 805	\$ 725	\$ -	\$ -
41231 Travel	451	1,260	-	-	-
41232 Meetings	6,055	4,630	4,534	5,000	5,000
41235 Training	-	615	70	800	800
41236 Committees and Councils	492	618	275	1,000	1,000
41389 Miscellaneous Services	13,378	15,604	12,704	17,370	17,370
<b>Total Financing Uses</b>	<b>\$ 21,158</b>	<b>\$ 23,532</b>	<b>\$ 18,308</b>	<b>\$ 24,170</b>	<b>\$ 24,170</b>

**Overview**

Each year Sandy City receives Community Development Block Grant or CDBG funds from the U.S. Department of Housing and Urban Development. The purpose of the CDBG program is to help in developing viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate income.

To be eligible to receive CDBG funds, the project must meet one of three national objectives:

**1. Low and Moderate Income Benefit.** This means that a majority of the citizens benefiting from the proposed project must fall within the low and moderate income category, as defined by the Dept. of Housing and Urban Development. The city has available a Census Bureau map identifying areas that meet the low-moderate income criteria.

**2. Aid in the Prevention or Elimination of Slums or Blight.** The proposed project area must meet criteria that would cause it to be designated a slum or blighted area. The criteria for this determination are available upon request.

**3. Urgent Health and Welfare Need.** This objective is met only by situations with a demonstrable immediate threat to health and welfare that is catastrophic in nature.

There is a broad range of activities or projects eligible for funding under the CDBG program to meet any one of the national objectives. Eligible projects include public improvements, public services, and housing-related projects for low/moderate income persons.

**Administration**

- Maintain top performance of program under HUD guidelines.
- Observe all HUD regulations under CFR 24.
- Maintain administration funding commensurate with annual entitlement grant.
- Continue to work with CDBG Committee to improve knowledge and review capabilities.
- Increase public awareness of the CDBG Program.

**Low and Moderate Income Benefit**

- Maintain above 70% of funding to benefit those of low or moderate income.

**Public Improvements**

- Provide infrastructure funding to assist with affordable housing needs.

**Public Services**

- Maintain service levels in spite of declining funding levels.
- Evaluate programs to provide the best dollar/person benefit.

**Historic Sandy**

- Implement Historic Sandy master plan.
- Create Historic Sandy elderly housing rehabilitation projects.
- Provide infrastructure funding to assist with affordable housing needs.

**Administration**

- CDBG Program recognized to be in the top 10 in the nation.
- Completed the 2005 Consolidated Plan.
- Maintained administration under the mandatory 20% cap.
- Maintained administration levels with no increase out of entitlement.
- Operated the CDBG program within federal guidelines with no findings.

**Low and Moderate Income Benefit**

- Purchased three housing units for use as transitional housing for the homeless.
- Created Housing Rehabilitation and Down payment Assistance programs.
- Funded projects that assist low and moderate income households.

**Prevention of Slum and Blight**

- Funded various city and county-wide programs to remove blighted conditions.

**Public Improvements**

- Completed the following projects - 300 East reconstruction, Historic Sandy Police Sub-station rehabilitation, 150 East street improvements, Neighborhood Watch signs, Senior Center ADA improvements, 8680 South street improvements, Center Street Park development, 8760 South Street, and Sandy Station Park improvements. 280 East Improvements (ARRA Stimulus Money)
- Completed sidewalk and pedestrian safety improvements.

**Public Services**

- Maintained public services under the mandatory 15% cap.
- Diversified funding to sub recipients to provide greater service levels.

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**Performance Measures & Analysis**

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**Administration**

- Operated under the mandatory 20% cap.
- Maintained <1.5X expenditure vs. entitlement grant balances.
- Maintained administration budget percentage versus grant amount.
- Refinanced Section 108 Loan (2008)

**Low and Moderate Income Benefit**

- Benefited 8,733 low and moderate income persons from CDBG funding (2007).
- 100% of funding used for low/moderate income people

**Public Improvements**

- Increased funding for improvements for Historic Sandy.

**Public Services - Housing Projects**

- Funded public services under the mandatory 15% cap.
- Assisted 6,500+ homeless persons.
- Funded 15 non-profit public service programs.
- Completed 49 housing units rehabilitations and emergency home repairs.

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**Significant Budget Issues**

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- 1 Long Range Planning Manager** - Due to federal cuts in CDBG funding, the general fund will assume a larger portion of the funding for this position.

# Budget Information

# Fund 23 - CDBG Operations

Department 54	2008 Actual	2009 Actual	2010 Actual	2011 Estimated	2012 Approved
<b>Financing Sources:</b>					
313101 CD Block Grant	\$ 424,988	\$ 388,124	\$ 377,555	\$ 509,237	\$ 366,290
313123 CD Block Grant - Stimulus	-	-	95,825	10,678	-
31611 Interest Income - Section 108	-	4,323	-	-	-
316113 Housing Auth. Progm. Income	101,000	-	-	-	-
<b>Total Financing Sources</b>	<b>\$ 525,988</b>	<b>\$ 392,447</b>	<b>\$ 473,380</b>	<b>\$ 519,915</b>	<b>\$ 366,290</b>
<b>Financing Uses:</b>					
4100 Administration	\$ 70,300	\$ 70,549	\$ 71,527	\$ 88,178	\$ 68,900
412470 Special Programs					
23002 Emergency Home Repair	27,813	19,260	42,859	58,584	30,000
23005 The Road Home	14,950	19,045	19,134	19,134	19,134
23008 Legal Aid Society of S. L.	8,084	4,741	7,500	9,700	5,000
23009 Senior/Handicapped Home Imp	6,500	5,000	7,498	2,502	-
23010 South County Food Pantry	4,050	3,000	4,500	3,000	3,000
23011 Utah Food Bank	7,850	8,000	-	-	2,000
23013 South Valley Sanctuary	8,089	5,000	9,333	10,000	6,000
23014 Comprehensive Housing	3,850	2,500	2,500	2,500	2,000
23037 YWCA Women's Shelter	3,691	3,231	3,619	2,160	1,500
23038 Family Support Center	5,550	3,800	2,500	2,500	2,000
23042 VISIONS	4,114	8,500	4,116	5,884	3,000
23046 Community Health Center	2,350	2,054	2,000	2,000	2,000
23047 Transitional Housing Maint.	5,000	2,997	4,507	10,496	4,500
23051 Big Brothers Big Sisters	1,800	2,000	1,000	2,000	1,600
23052 Housing Outreach	-	-	1,800	2,000	2,000
23053 Through a Child's Eyes	-	-	-	1,800	-
23054 Fulmer Brothers Boxing Club	-	-	-	1,000	-
23055 House of Hope	-	-	-	2,000	1,278
23056 Odessey House	-	-	-	4,000	-
4370 Capital Outlays					
23049 Historic Sandy Infrastructure	116,977	-	-	69,345	-
23051 Big Brothers Big Sisters	-	-	-	1,000	-
23053 Through a Child's Eyes	-	-	-	1,500	-
23901 Historic Sandy - Stimulus	-	-	95,825	10,678	-
4413104 Transfer to Debt Service	235,020	228,447	197,485	207,954	212,378
<b>Total Financing Uses</b>	<b>\$ 525,988</b>	<b>\$ 388,124</b>	<b>\$ 477,703</b>	<b>\$ 519,915</b>	<b>\$ 366,290</b>
<b>Excess (Deficiency) of Financing Sources over Financing Uses</b>	-	<b>4,323</b>	<b>(4,323)</b>	-	-

Staffing Information	Bi-weekly Salary		Full-time Equivalent		
	Minimum	Maximum	FY 2010	FY 2011	FY 2012
<b>Regular:</b>					
Long Range Planning Manager	\$ 1,982.40	\$ 3,286.40	0.58	0.58	0.52
Code Enforcement Technician	\$ 1,035.20	\$ 1,716.00	0.10	0.10	0.10
<b>Total FTEs</b>			<b>0.68</b>	<b>0.68</b>	<b>0.62</b>



New Workers Compensation Office Building



ReAL Salt Lake Soccer Stadium